

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Sheahan-Malloy, Hilbert and Schmidt

MEMBER EXCUSED: None

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, October 16, 2018 at 8:00 a.m. in meeting room 4C located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Hinze, Human Resources Director; James Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, Human Resources Specialist

Meeting called to order by Marsik at 8:00 a.m.

Roll call was taken. All members present. No non-Committee Member County Board Supervisors were present.

Marsik asked if anyone present had any public comments. None.

Motion by Greshay to approve the special meeting minutes of the September 28, 2018 meeting, the regular session minutes of the October 2, 2018 meeting, and the closed session minutes of the October 2, 2018 of the Human Resources and Labor Negotiations Committee. Second by Schmidt. Motion carried by unanimous vote.

Hinze provided a revised draft of the Relationships in the Workplace Policy incorporating the revisions from the labor attorney.

Motion by Greshay to approve the Relationships in the Workplace Policy effective October 16, 2018. Second by Hilbert. Motion carried by unanimous vote.

Hinze provided an update regarding the 2019 Health Insurance implementation. Hinze stated that after discussions with Kronos regarding developing the Health Savings Account (HSA) setup, it would be best to make future contributions by pay period. Hinze noted that a full document regarding the Health insurance will be provided at the next meeting.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Nutrition site Manager
One (1) RN Public Health

Human Services
Human Services

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Sheahan-Malloy. Motion carried by unanimous vote.

Mindemann presented a medical leave of absence for a Human Services and Health employee from 10/23/18-12/05/18, the employee does not qualify for Federal and State Family and Medical Leave due to duration of employment. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the leave of absence as presented and by doing so does not establish a practice or precedent. Second by Hilbert. Motion carried by unanimous vote.

There were no Salary, Wage, and Status changes for the Committee to review.

The Committee reviewed the Orientation Period Reports as presented.


HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations and terminations. Firari presented a summary of Clearview Hiring Statistics from January 1, 2018 – September 30, 2018.
- b) Hinze stated there are no grievances.

Future Agenda Items: Health Insurance policies.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, November 6 at 10:00 a.m., and Tuesday, November 20, 2018 at 9:30 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 8:41 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.